

Pre-primary- Year 6 Handbook



VICTORIA PARK
CHRISTIAN SCHOOL



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Contact us

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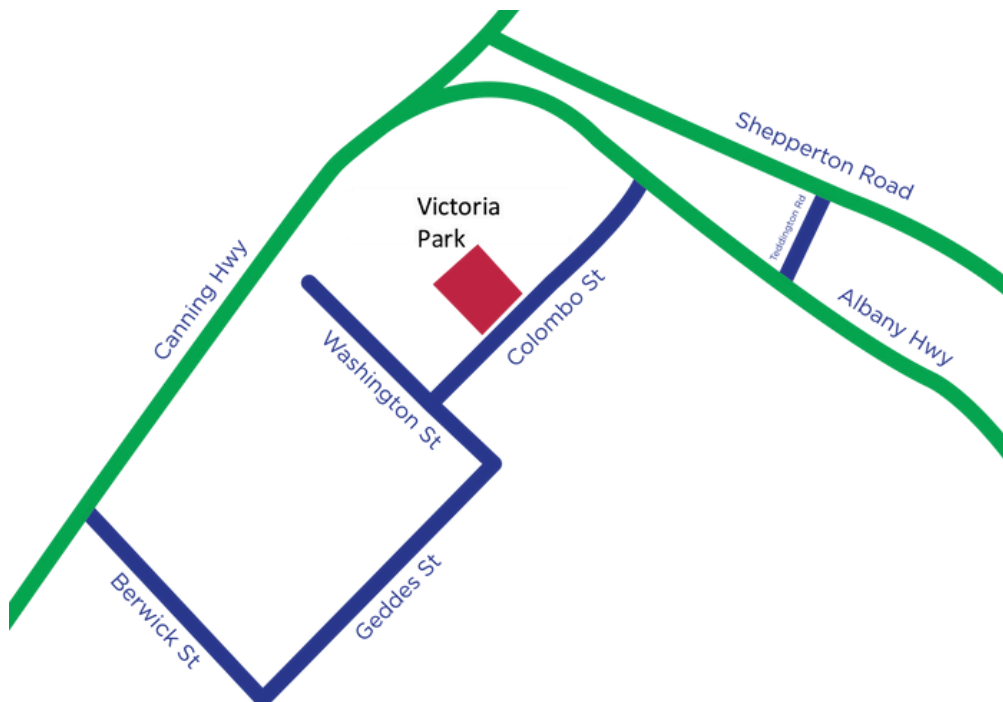
facebook.com/victoriaparkchristianschool/

CRICOS Provider No: 01850E

Hours of Operation

Classes Operate: 8:50am to 3:10pm

Student Supervision: 8:30am to 3:30pm





Our School

Victoria Park Christian School is a small, caring co-education school catering for Pre-Kindergarten to Year 6. The school is open to any student wishing to study and learn within a Christian environment and works with families to ensure that each child is nurtured and challenged to reach his or her full potential and experience an abundant life. By fostering positive relationships with God, and each other, we guide students to be people who do the right thing, to live a life of purpose, hope, joy, and peace as a global citizen for Christ.

Victoria Park Christian School is a place where students, teachers and parents can develop values, character and personality based upon a love for God, an unselfish concern for others and personal self-respect. The educational activities are designed to provide opportunities for all students to achieve their maximum development – intellectually, spiritually, socially and physically.

Victoria Park Christian School is part of a worldwide Christian Education system (Adventist Christian Schools), that has over 2 million students worldwide and 110,000 teachers. Across Australia there are 48 Adventist schools educating nearly 17,000 students, providing a network of resources to give every child an education of the highest quality in an ideal learning environment.

History

The School was established in 1927 as a single teacher school and was situated in McMillan Street, Victoria Park at this stage. In 1945 the school transferred to Hordern Street just around the corner from its current location. In 1963 new rooms were built on the current site, 27 Colombo Street, Victoria Park, to cater for the Primary School while the Hordern Street site housed the High School. Victoria Park Christian School is part of the Town of Victoria Park and is set in a beautiful tree-lined street; this same appreciation for the environment is continued within the playground.

During the 1980s the Junior High School outgrew the Hordern Street premises and was amalgamated with the Carmel Adventist College (Secondary), where many of our Year 6 students continue their studies.



Vision Statement

Children *engaged* in learning
motivated for success;
transforming their world
through *knowing* God



Our School Values

Respect

Responsibility

Effort

Compassion

Service

Integrity

Resilience

Humility

Discernment

Hope

Justice

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School Governance

Victoria Park Christian School is part of a worldwide system of schools. As such it is governed by established operational procedures that are consistent throughout the entire system. All affiliated schools comply with the accreditation and registration procedures as set by the National Australian Adventist School System and relevant State Education Departments.

The Western Australian head office supervises operations of schools in this state. It is known as Adventist Christian Schools (WA) Ltd (ASCWA), and is based at 84 Welshpool Road, Welshpool.

School Advisory

The School Advisory is appointed by Adventist Christian Schools, WA.

Briefly the Committee's functions are to:

1. Promote Christian education.
2. Set and operate an effective budget.
3. Uphold the school through prayer and personal support.
4. Review all enrolments and endorse their acceptance.
5. Care for and develop the school assets.
6. Oversee the smooth operation of the school.



Admission and Enrolment

Enrolment

Victoria Park Christian School aims to supplement the work of the Christian home. The parent, by enrolling the student in the school, undertakes to assure that the child concerned will be encouraged to cooperate with all the activities of the school and help maintain its standard as a Christian organisation. Victoria Park Christian School is open to students without regard for their ethnic background or religion.

Enrolment Procedure

New Enrolments

Prospective new enrolments should apply to the school for:

1. An enrolment package
2. An appointment to meet with the Principal

At the interview the Principal will discuss with parents such matters as:

1. The philosophy and purpose of the school.
2. Parents' expectations as to what the school can offer their child.
3. The school's expectations of the pupil and the parents. This would include such matters as financial responsibilities, academic program and transport.

Prospective students will be advised on the School Advisory's decision regarding their enrolment application.

International Students must have a signed Written Agreement before application can be made.

Application Deposits

An initial application deposit of \$250.00 is charged per family. This deposit is non-refundable, unless we are unable to accept the student.

The application deposit for International Students is \$250.

Confirmation of Enrolment Details

Unless you inform us otherwise your child's enrolment is automatically rolled over for the next year. If your child will not be continuing, please let us know in writing as soon as possible by emailing admin@vpcs.wa.edu.au

While there is no requirement to complete an application form in order to re-enrol each year, it is important that you inform us of any changes to contact information.

Continued enrolment is at the discretion of the School Advisory. It is vital that families honour their financial commitment to the School. If support is required, please contact Office Administration.

Curriculum

Victoria Park Christian School is registered to provide an approved program of Education for primary students. The academic program that is presented by this school is fully selected and modified so as to remain in harmony with our philosophy.

The Curriculum for Pre-primary to Year 6 is organised into the following Key Learning Areas:

Biblical Studies – Encounter

English

Mathematics

Science

Humanities & Social Sciences (HASS)

Health & Physical Education

Technologies

The Arts

Languages (PP-Year 6 Chinese)

Curricular, resource selection and implementation of learning programs:

- are child centred and teacher guided;
- are gender inclusive;
- are focused on the whole child;
- reflect the needs of the individual child;
- are non-discriminatory.



Code of Conduct

The Victoria Park Christian School Code of Conduct summarises the core values and behaviours of our students and staff.

They are based on our four main rights:

- The Right to Feel Safe
- The Right to Teach and Learn
- The Right to have Property Protected
- The Right to be Respected



Student Responsibilities

Students of Victoria Park Christian School recognise that, at all times they are wearing the school uniform, attending school and participating in school events, they are representing the school and its standards.

Respect – all students and staff are treated with respect and dignity.

This means we will:

- Respect the rights of other to learn.
- Respect and care for school property.
- Cooperate with staff and others in authority.
- Communicate with others using respectful language.
- Listen to the opinion of others and appreciate our different ways of knowing and doing.

Responsibility – all students and staff have responsibility to create a positive learning community.

This means we will:

- Come to school ready to learn, on time and prepared.
- Participate actively in the schools learning program.
- Be responsible for our actions.
- Be dressed appropriately for activities.
- Follow reasonable instructions from adults.
- Keep our school free from bullying and harassment.
- Take pride in our work.

Integrity – all students and staff have a responsibility to tell the truth, admit our mistakes and show we are trustworthy.

This means we will:

- Tell the truth.
- Leave other people's belongings alone.
- Voice our opinions in a kind and respectful way.
- Show and share our feelings.
- Talk to an adult if we are worried about what others are doing.
- Take responsibility for what we do.
- Do our own work.

Student Management – managing the learning environment procedures

Classroom Learning Environment:

- We believe that classroom management is based on the school values with class and yard behaviours being consistent with each other.
- Class agreements are negotiated at the beginning of the school year using the school values. These are revisited at regular intervals throughout the school year.
- Classes negotiate logical consequences for both positive and negative behaviours that support the school values.

Parent Support

Our parents love being involved and supportive of our school. The standards below contribute to its smooth operations. They will assist you, as you and your child relate to the school.

Parents are also asked to help by:

- Promoting Christian values;
- Finalising all accounts by the due date;
- Complying with guidelines outlined in this handbook;
- Supporting and encouraging their children to do their best in school;
- Responding to requests and surveys promptly; and
- Praying for the school, students, teachers, support staff and associated families.

Regular Attendance

Children should attend classes every scheduled school day, arriving and departing within the specified times (8:30am – 3:30pm). Classes commence at 8:50am and finish at 3:10pm.

Interest in Student Progress

Parents are urged to take close interest in all aspects of their child's development. This includes supervising homework, attending parent/teacher interviews and simple tasks such as talking over the day's activities before bed.

Volunteering

Our school encourages parents and extended family members to get involved. There are many roles and responsibilities that can be shared to make our school run well. Look out for notices in the newsletter and on the Audiri app. Currently we have parents helping out with secondhand uniforms, beautifying projects, community events and excursions.

Home & School Committee

This committee is made up of interested parents, whose primary role is to foster meaningful relationships between parents and the school, and in so doing, contribute to the development of the child.

Elected positions are: Chairperson, Secretary, Treasurer and at least three others. The Principal is ex-officio.

Briefly the Home and School functions include:

1. Promote Christian education.
2. Fund-raising.
3. Organise parental assistance in school activities.
4. Conduct general educational meetings of interest for parents.

Members of the school community who feel they may have an interest in assisting by being part of the planning committee are invited to contact the school Principal.

Communication

School Receptionist – Mrs Samantha McCutcheon

Our receptionist is available from 8:30am to 4:00pm Monday to Friday and can be contacted by phone or email.

We use the Audiri App to send home newsletters <https://www.audiri.com.au/>

Email: admin@vpcs.wa.edu.au

9362 2626

General Information

Academic Performance

The academic program is carefully selected and modified so as to remain in harmony with our philosophy. The required standard to be achieved in the core curriculum areas at each year level is the same as that required by the Department of Education (WA) in association with the national Adventists Schools Curriculum.

Bus Operation

BusWest operates a private bus service covering much of the metropolitan area. Students using the buses will be charged for this service. (Please refer to the Fee Schedule)

Please Note:

1. Students may be required to travel up to 2km to meet the school bus.
2. If your child is not catching the bus in the morning please contact the Bus West depot on 9399 7845. Please note this does not include alterations to bus times or pick up locations, all alterations to these are to be done via the school office prior to 3pm that day.
3. Changes to bus routes and pick up points can only occur during term break times to allow for adjustments and communication.
4. Students may travel on the bus on either a full time or part time basis. Part time is either 5 mornings a week or 5 afternoons a week for PP-Year 6 or 3 mornings or 3 afternoons a week for our Kindy students.

Students travelling on the bus are expected to behave in a manner that shows courtesy to others and respect for property and safety.

Chaplaincy Program

Victoria Park Christian School, with considerable support and funding from the National Schools Chaplaincy Program, offers a Chaplaincy Program, which is designed to support and nurture healthy social, emotional and spiritual support for all students. Participation in chaplaincy programs is voluntary. Whilst the Chaplaincy program is quite integral to school activities, the small group, one on one mentoring, and home visitation programs are voluntary.

Our Chaplaincy Program includes; involvement in Chapel programs, resilience training, health and P.D. Curriculum, social and emotional learning, leadership programs, service activities, parent and community partnerships, and discipleship support.



Support Services

Victoria Park Christian School has access to the AISWA Schools Psychology Service, which provides observation, evaluation and referrals to external services appropriate to the student's needs. Staff, teachers and the chaplain utilise the AISWA Schools Psychology Service if there are any concerns about a student's wellbeing that may require additional support. Parents can request these services by speaking with their classroom teacher.

Library

The school operates a library facility. Children must use a library bag when borrowing. School library bags will be available from the school uniform shop. A charge will be made for damaged books and books not returned. Library days for each class are advertised at the beginning of the school year.

Music

Music tuition is offered with private teachers using the school's facilities. Tuition is available in piano violin & guitar. Fees are paid directly to the music teacher and are not included in the regular school fee accounts.

The school office is happy to connect families with the appropriate teacher. Please contact the office for names and phone numbers.

Privacy

Personal student or parental information will not normally be passed out from the school without permission from the affected person/s. Exceptions will apply, i.e school dentist, school nurse, guidance office or information required by Commonwealth or State Education departments.

Canteen

Canteen is run every Tuesday & Friday by a company called Locavora. To order go to the website and follow the instructions of registering a new account with them. Please be sure to select Victoria Park Christian School when you add your student as well as the relevant class. Please list each student you are ordering for so we can make sure the lunch gets to the correct student/class and don't forget to change the year group & class for 2025.

Once registered, you can view the menu and order food for your child.

Canteen orders can be placed right up to 8:30am on Tuesdays and midnight on Thursday for Friday orders.

Mobile Phones & Smart Watches

Student mobile phones and smart watches need to be handed to the class teacher or the front office before classes start for the day. Phones & smart watches can be collected immediately after class at the end of the day. Please note that any student using a personal device during school hours without permission from the class teacher or principal, risks having the device confiscated.

Assessment and Reporting

Two formal written reports are sent home each year, one in Term 2 and one in Term 4. Parent Teacher Conferences are provided in Term 1 and 3 and are intended to provide opportunities for parents to meet with their child's teacher to discuss progress. Parents are welcome to contact the class teacher if they wish to meet at other times throughout the year. Please note that appointments need to be made to meet with the class teacher outside of class times.

Parent Communication

Teachers will be able to check emails and Seesaw messages between 8am and 5pm daily Monday to Friday however please contact the office for urgent matters or if there is a change to the bus or the person picking up your child at the end of the day.



Financial Matters

Victoria Park Christian School is one of a number of schools run by Adventist Christian Schools, WA. These schools are funded in three ways:

- Student fees.
- WA Conference subsidy – paid by local Adventist churches.
- State and Federal Government Grants.

Tuition Fees

Tuition fees are set each year by Adventist Christian Schools, WA.

- Fee accounts are forwarded to families at the beginning of each school year, along with a Fee Payment Options form and a Fee Payment Commitment Form.
- Fees are due in accordance with the option that best suits you:
 - a. Annual Payment – prompt payment is made in full by the due date, attracting a 5% discount on tuition fees (payment due before the end of February)
 - b. Term Payments – payments are made four times per year and due at the beginning of each term. Payments made by the due dates attract a 2.5% discount on tuition fees.
 - c. Monthly Payments – 10 payments are made over each month from February to November. Payments are due on the 15th of each month.
 - d. Fortnightly Payments – 20 payments are made each fortnight from February to November. Payments are due on the 14th and 28th of each month.
- Due dates and discount periods will be advertised each term.
- There are no early payment discounts on international fees.



Low income families

Families in financial difficulty may apply for assistance with fees through the School Principal. The amount of bursary available is limited and there is no guarantee that all requests will be met. Families who already have children enrolled in the school will be given preference.

Applications must first be made through the Principal, who will then review this with the School Advisory. A full statement of income must be provided as part of the application. Applications are made and reviewed each six months.

Swimming Lessons

Swimming lessons are a compulsory component of the Health and Physical Education curriculum. Exemption from swimming lessons may be given when a medical practitioner advises against swimming.

Stationery

In the final term of each year, each student in Years 3-6 will be given a list of stationery requirements. These items are to be purchased online or by parents for the new school year. Students in Pre-primary, Year 1 and Year 2 have their stationery items purchased by the class teacher. The cost of this is included in your fee statement

Excursions/Incursions

There will be class and school excursions/incursions from time to time. Excursions/incursions are compulsory as they are carefully selected to enhance the learning program of the school. Information and a permission note will be sent to families prior to the event. General permission notes for 2025 are sent home at the start of the year.

Payment Options

Fees can be paid using cash, credit card, direct deposit, BPAY or Centrepay forms are available from your nearest Centrelink Office.

Pre-Kindy and Kindy Enrolments

The 3 year old program (Pre-Kindy) is offered two days a week – Tuesday and Thursday. Children must turn 3 years of age before enrolling. (See Handbook for Pre-Kindy & Kindy)

The 4 year old program (Kindy) is offered three days a week – Monday, Wednesday and Friday, with the option of attending five days a week. Children must turn 4 before the 30th June in the year they are enrolled. (See Handbook for Pre-Kindy & Kindy)

STUDENTS IN PRE-KINDY/KINDY CANNOT BE ENROLLED IN TWO SEPARATE SCHOOLS AT THE SAME TIME.

Uniform

Correct school uniform is to be worn at all times and in the appropriate way. The following is a brief description of the school uniform. All items, other than shoes and socks are available from the School Office, during Office Hours.

Sports Uniform is worn one day per week. Formal Uniform is required on other school days. Please note that Pre-Kindy, Kindy and Pre-primary students wear Sports Uniform each day, due to the very active nature of their learning.

A navy blue school surf hat is to be worn for outdoor activities all year round.

Uniform Notes – General Information

- Sports uniform must be worn only on the specified sports day (except Pre-Kindy, Kindy and Pre-primary students).
- Students are encouraged to maintain a high standard of cleanliness. Uniforms must be worn in a neat and tidy manner at all times. Students are expected to keep their shoes clean and socks, tights or stockings tidy.
- In the interests of hygiene, we expect that girls and boys have their hair tied up neatly when it is longer than shoulder length and that fringes not hang down over their eyes.
- If it is necessary for a child to attend school with part of the uniform absent, a written note of explanation is required giving the reason and expected time when the correct item will be worn.
- Necklaces, rings and bracelets are not to be worn. Only one set of inconspicuous ear studs may be worn if necessary. The school will not accept responsibility for loss of any jewellery-type item that is brought to school, or injury caused by the wearing of ear studs. Special permission must be sought for cultural items.
- The use of make-up, including nail polish other than clear polish, is not permitted.
- School bags with the VPCS Logo are compulsory for PP - Year 6



Formal Summer Uniform – Terms 1 & 4

Boys

- Blue short sleeved shirt with school logo
- Grey shorts
- Black leather school shoes
- Grey socks

Girls

- Blue tartan skirt
- White short sleeved shirt with school logo
- Black leather school shoes
- White socks
- Bike shorts (optional)

Please note that long hair needs to be tied back. Hair ties and headbands need to be school colours.

Formal Winter Uniform – Terms 2 & 3

Boys

- Blue short sleeved shirt with school logo
- School Tie
- Grey long pants
- School jumper with school logo
- Black leather school shoes
- Grey socks
- Navy scarf (optional)

Girls

- Blue tartan skirt
- White short sleeved shirt with school logo
- School jumper with school logo
- Black leather school shoes
- White socks OR
- Navy blue or black tights
- Navy scarf (optional)

Please note that long hair needs to be tied back. Hair ties and headbands need to be school colours.



Sports Uniform: Boys & Girls

Summer

- Sports polo shirt with school logo
- Navy blue microfibre shorts
- Appropriate sport shoes (no flashing lights)
- White socks

Winter

- Sports Jacket - Navy, Silver & White
- Sport Pants - Navy
- Sports polo shirt with school logo
- Appropriate sport shoes (no flashing lights)
- White Socks

Kindy & Pre-primary Students

- Students in Kindy and Pre-primary wear the sports uniform every day.



Fee Schedule



VICTORIA PARK
CHRISTIAN SCHOOL

TUITION		Per year
3 Year Old Kindy	2 days per week (Tuesday & Thursday)	\$4,670
4 Year Old Kindy	3 days per week (Monday, Wednesday & Friday)	\$2,980
Pre-primary - Year 6	1 student full fee	\$4,970
	2 students full fee per student (20% discount)	\$3,976
	3 students full fee per student (25% discount)	\$3,727
	4 students full fee per student (30% discount)	\$3,479

ADDITIONAL FEES		Per Year
3 Year Old Kindy	Learning resources	\$155
4 Year Old Kindy	Learning resources	\$340
	Early Years Screening	
Pre-primary	Learning Resources	\$515
	Early Years Screening	
Year 1 - Year 5	Learning Resources	\$415
Year 6	Learning Resources	\$415
	End of year events	\$70
	Year 6 Camp	\$350
Per family	Maintenance	\$130

BUS FEES		Per year
	More than 10km including GST	\$2,620
	Less than 10km including GST	\$2,320
	Casual Bus Fee (one way) Note: Arrangements and payments must be made prior to the student travelling on the bus.	\$8

OVERSEAS STUDENT TUITION		Per year
Application Fee		\$250
3 Year Old Kindy	2 days per week (Tuesday & Thursday)	\$4,670
4 Year Old Kindy	3 days per week (Monday, Wednesday & Friday)	\$7,100
Pre-Primary - Year 6	1 student full fee	\$17,000
	2nd, 3rd, 4th students full fee per student (5% discount)	\$16,150

Payment Options

Fees can be paid using: BPAY, Payway and Centrepay (forms are available from your nearest Centrelink Office or the school office).

Withdrawal of Students

Should you need to withdraw a student, 10 weeks' notice must be given in writing or a term's tuition fees may be charged.

Calendar 2025

Term One	Uniform Shop Year 1-6	Wednesday	22 January
	Uniform Shop Year 3K-PP	Thursday	23 January
	Stay and Play Sessions	Thursday	23 January
	Students commence	Tuesday	28 January
	Pre Kindy commence	Tuesday	28 January
	Kindy Students commence	Wednesday	29 January
	Welcome Back Dinner	Wednesday	05 February
	Public Holiday	Monday	03 March
	NAPLAN	Wed-Fri	12-14 March
Term Two	Students conclude	Friday	11 April
	Students commence	Monday	28 April
	ANZAC Day Public Holiday	Friday	25 April
	Mother's Day Breakfast	Friday	09 May
	School Photo Day	Friday	16 May
	Public Holiday	Monday	02 June
	Students conclude	Friday	27 June
Term Three	Students commence	Monday	21 July
	Father's Day Breakfast	Friday	05 September
	School Concert	Thursday	25 September
	Students conclude	Friday	26 September
Term Four	Students commence	Monday	13 October
	Sports Day	Tuesday	TBC
	Awards & Graduation Evening	Thursday	04 December
	Students conclude	Friday	05 December

*** These dates may be adjusted throughout the year. Please always refer to Audiri for the latest updates to important dates.***

Public Holidays

Sunday	26 January	Australia Day
Monday	27 January	Australia Day Holiday
Monday	03 March	Labor Day
Friday	18 April	Good Friday
Monday	21 April	Easter Monday Holiday
Friday	25 April	ANZAC Day Holiday
Monday	02 June	Western Australia Day
Monday	29 September	Kings Birthday
Thursday	25 December	Christmas Day
Friday	26 December	Boxing Day





VICTORIA PARK CHRISTIAN SCHOOL

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